



Post Turnover Protocol

1. Purpose

This protocol establishes standardized procedures for transitioning a security post between outgoing and incoming officers. A proper turnover ensures accurate communication, operational continuity, accountability, and reduced liability.

2. Scope

This protocol applies to all Black Flag Security Officers, Supervisors, and Leads at fixed posts, patrol posts, and any site requiring a shift change.

3. Turnover Timing Requirements

- Incoming officer must arrive 10–15 minutes early.
- Outgoing officer may NOT leave until turnover is complete.
- Supervisor approval is required when applicable.

4. Turnover Communication Standards

Outgoing officer must brief the incoming officer on:

- Incidents during the shift
- Suspicious persons or vehicles
- Visitors or contractors still on site
- Door, gate, or system malfunctions
- Equipment issues
- Hazards or concerns
- Special directives
- Pending tasks or follow-ups

5. Physical Post Walkthrough

Both officers must complete a walkthrough of the post:

- Verify exterior doors secured appropriately
- Check alarm panel and system status
- Inspect CCTV system functionality
- Verify radios and communication equipment work
- Confirm workstation is clean and operational
- Check lighting and environmental controls
- Confirm all assigned equipment present

6. Equipment & Key Transfer

Outgoing officer must transfer:

- Keys / fobs / access cards
- Radios
- Body camera (if shared)
- Metal detector wand (if required)
- Post phone or tablet
- Gate remote or access tools
- Patrol clipboard or forms

Incoming officer must verify all items before accepting the post.

7. Documentation Requirements

Outgoing officer must complete required logs:

- Daily Activity Report (DAR)
- Patrol / checkpoint logs
- Visitor logs
- Incident reports
- Maintenance and hazard reports
- Camera or access control notes

Documentation must be factual, legible, complete, and time-stamped.

8. Incoming Officer Responsibilities

Incoming officer must:

- Review logs before accepting post
- Verify equipment counts
- Confirm system status (alarms, cameras, radios)
- Review incident reports

- Begin shift immediately after acceptance

Any discrepancies must be reported before accepting the post.

9. Supervisor Responsibilities

Supervisors must ensure:

- Timely post turnover
- Proper documentation
- No post left unmanned
- Issues investigated immediately
- Repeat failures corrected with additional training

10. Failure to Perform Proper Turnover

Failure to perform turnover properly may result in:

- Written warning
- Removal from post
- Suspension
- Termination for severe or repeated violations

Leaving a post without proper turnover is a critical violation.

11. Emergency or No-Relief Procedures

If incoming officer is late or absent:

1. Outgoing officer remains on post.
2. Supervisor notified immediately.
3. Replacement arranged or overtime assigned.

A post must NEVER be left unstaffed.

12. Turnover Completion Statement

Incoming Officer Statement: "I accept the post."

Outgoing Officer Statement: "Post is turned over."

Supervisor (if applicable): "Turnover complete."

13. Turnover Form (Quick Checklist)

Outgoing Officer:

- Logs completed
- Incidents reported
- Keys and equipment accounted for
- Walkthrough done
- Verbal briefing complete

Incoming Officer:

- Logs reviewed
- Equipment verified
- Systems checked
- Walkthrough completed
- Questions answered

Signatures:

Outgoing: _____

Incoming: _____

Supervisor: _____